



Town of
PLYMOUTH
Connecticut

TOWN OF PLYMOUTH, CONNECTICUT

**5 YEAR COMMUNITY DEVELOPMENT AND INVESTMENT PLAN
FOR PLYMOUTH, CT**

**REQUEST FOR QUALIFICATIONS [RFQ]
CONSULTANT: COMMUNITY PLANNING/
ARCHITECTURAL/ENGINEERING FIRM
FOR COMMUNITY VISION PLANNING AND DEVELOPMENT
SEPTEMBER 26, 2022**

The Town of Plymouth is seeking a licensed or certified community planning/development/architectural and/or engineering consultant to develop a *5 Year Community Development and Investment Plan for Plymouth, CT (Town)*. The firm will oversee a community-wide process to assist the Town in establishing a community engagement mechanism by which community and economic development programs and projects can be readily identified and funding sources sought to implement these activities, over a five-year period. The goal will be to create a “downtown” area which will be accessible and attractive to businesses, residents and visitors to the Town.

Sealed proposals must be received by **4:00 PM, October 12, 2022** in the Mayor’s Office, Town Hall, 80 Main Street, Terryville, CT 06786. The Town of Plymouth reserves the right to award a proposal in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the Town will be served.

Requests for Information (RFI) may be directed to Mayor Joseph T. Kilduff, Town Hall, 80 Main Street, Terryville, CT 06786, by phone to 860-585-4001 or by email to mayor@plymouthct.us.

SELECTION CRITERIA: The selection for award will be based on the consultant most qualified and responsible to meet the scope of the engagement. Responsibility will be evaluated based on the candidate’s previous experience, qualifications, references, and the ability to competently complete the work within the allotted budget and period of time.

DESCRIPTION OF PROCESS

The purpose of the project is to develop a five (5) year community development and investment plan for the Town of Plymouth, Connecticut. The firm selected will be expected to design a Plan so that it meets the criteria to be eligible for funding under the guidelines established for the State of Connecticut Community Investment Fund (CIF). These guidelines require, among other things, that the Plan be transformative in nature, that it promotes economic and community

development, and that it provides benefits to underserved and marginalized members of our community. Additionally, the firm selected will consider factors which would make the Plan eligible to receive priority consideration under the CIF program guidelines. The factors would include things like leveraging municipal, private or other funding sources. Finally, the Plan will be expected to align with the State Economic Action Plan and with DECD best practices, as well as evidence an efficient use of taxpayer funds.

It is anticipated that this project will require a community engagement process to allow an opportunity for residents and community stakeholders to provide input on the Plan. This input may provide guidance as to the types of development projects and programs which are desired by members of our community. The process should also contain a market analysis component, to better determine what goods and services are desired by residents, but currently unavailable. We are looking for a Plan that “thinks big” and “thinks outside the box” for the future of Plymouth. Therefore, special emphasis should be on ideas which are innovative and transformative, with emphasis on benefitting underserved members of our community, and attracting new residents and businesses.

SCOPE OF WORK & TIMELINE

It is anticipated that this Plan will be composed of several phases which can be implemented over the course of a few years. The Town’s goal is to file an initial application for funding from the Community Investment Fund by the January 2023 deadline. It is also anticipated that the Firm’s assistance will be required on an ongoing basis to refine/modify the Plan for future funding. To this end, please provide an estimated time frame for establishment/completion of the following tasks.

1. Review/Discussion of relevant regulations, plans and reports, including the 2015 Plan of Conservation and Development, the 2022 Affordable Housing Plan, Connecticut Environmental Policy Act (CEPA) and related planning & zoning, environmental, historic and economic development regulations. The Firm shall meet with as many of the following boards and commissions to gain input and insight regarding this proposed plan.

Boards & Commissions	
Ambulance Board	Housing Authority of the Town of Plymouth
Board of Assessment Appeals	Housing Board of Appeals
Beautification Committee	Human Services Commission
Capital Improvements Commission	Library Board
Code Enforcement & Property Maintenance	Local Emergency Planning Commission
Communications Commission	Parks & Recreation Commission
Conservation Inland/Wetlands	Planning & Zoning Commission
Economic Development	Police Commission
Board of Education	Board of Public Health
Board of Finance	Public Works Board
Fire Commission	Retirement & Pension Oversight Board
Fire House Building Committee	WPCA Authority
Historic Property Commission	Zoning Board of Appeals

2. Establish a website for any citizen to provide input. Projected timeframe_____.
3. Market Review and Analysis; “SWOT” or related methodology.
4. Presentation, both in person and virtual, and posted on the Town’s web page, to provide residents with an overview of current market conditions, community strengths and weaknesses, identified deficiencies; invitation to participate in public outreach survey and also return for follow-up sessions where ideas will be encouraged, using charrettes or similar tools for engagement (as further described in below).
5. Development of a public outreach survey (via SurveyMonkey or similar means) to solicit ideas and identify priorities and future goals.
6. Identification of “short list” of priorities/recommendations for a 5-year scope, and development of narrative of each project or program with estimated costs and possible sources of public and/or private funding; examination of “short list” projects in relation to available documents (described above in 1 and 2), and the need for any additions or revisions to those documents.
7. Presentation of a draft to the Mayor & Town Council and adoption of a final draft of plan.

Provide virtual and in-person support in drafting, reviewing and/or assisting with funding applications for each item on the “short list”.

DELIVERING - THE 5 YEAR COMMUNITY DEVELOPMENT AND INVESTMENT PLAN.

The Town of Plymouth will receive copies of all materials produced in connection with the process and project identification, and shall include the following:

1. Title Page: Must include a funding acknowledgement statement citing the Town of Plymouth and other funders.
2. Table of Contents
3. Author(s) Acknowledgements
4. Introduction
5. Methodology for analysis of community engagement; stakeholders and forms of recruitment
6. Executive Summary
7. Existing General Conditions Narrative
8. Findings
9. Recommendations to improve Plymouth’s economic condition
10. Bibliography/Resources Used
11. High quality digital photographs of sites and facilities with photos clearly labeled
12. Map of project areas described

The consultant shall provide 15 unbound hard copies and an electronic copy in PDF format of the final report describing the work accomplished.

AWARD:

Interviews with prospective consultants will be scheduled for October 17, 2022. The selection will be determined by the Town of the most responsible and qualified bidder. Responsibility will be evaluated based on the candidate's previous experience, qualifications of the bidder including quality and scope of the proposal, references, quality of samples (previous work products), and the ability to competently complete the work within the allotted budget and period of time. The Town of Plymouth expects to select a consultant and award a contract on or about October 24, 2022.

REQUEST FOR QUALIFICATIONS - CONDITIONS:

- All documents, reports, or Plans provided in response to this RFQ will be considered property of the Town of Plymouth. All materials associated with this procurement process and products are subject to the terms of local, State, and federal laws and regulations.
- Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFQ is to be the sole property of the Town of Plymouth.
- Timing and sequence of events resulting from this RFQ will ultimately be determined by the Town of Plymouth.
- The Town of Plymouth may amend or cancel this RFQ prior to the due date and time, if it deems it to be necessary, appropriate or otherwise in the best interest of the Town of Plymouth.
- The consultant must certify that the personnel identified in its response to this RFQ will be the personnel actually assigned to the project. Any additions, deletions or changes in personnel assigned to the project must be approved by the Town of Plymouth in advance of their exclusion or inclusion, with the exception of personnel who have terminated employment. Replacement of all personnel are subject to approval by the Town of Plymouth. At its discretion, the Town of Plymouth may require removal and replacement of any of the consultant's personnel who do not perform adequately on the project in the sole opinion of the Town of Plymouth, regardless of whether they were previously approved by the Town of Plymouth.
- Any employee or any staff member who has ever been placed on the federal OIG Exclusion listing or State agency's exclusionary or disbarred listing must be disclosed to the Town.
- Fee structure: \$ /Hour and/or a lump sum contract
- All costs and expenses incurred by consultant in preparing or submitting this RFQ are the sole responsibility of the consultant.
- A consultant must be prepared to present evidence of experience, ability, service facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in this RFQ.
- No modifications to the original proposal will be allowed after submission unless mutually approved in writing by both parties.
- Consultants may be asked to give demonstrations, interviews, presentations or further explanation to an RFQ Screening Committee.
- The consultant represents and warrants that the RFQ is not made in connection with any other consultant and is in all respects fair and submitted without collusion or fraud.

- The contract will represent the entire agreement between the consultant and the Town of Plymouth and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Town of Plymouth shall assume no liability for payment of services under the terms of the contract until the successful consultant is notified that the contract has been accepted and approved by the Town of Plymouth. The contract may only be amended in writing by mutual agreement of both parties.
- Rights Reserved to the TOWN OF PLYMOUTH. The Town of Plymouth reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the consultant is in default of any prior Town of Plymouth contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFQ. The Town of Plymouth also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the Town of Plymouth will be served.
- The Town of Plymouth reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a consultant and subsequently awarding the contract to another consultant. Such action on the part of the Town of Plymouth shall not constitute a breach of contract on the part of the Town of Plymouth, since the contract with the initial consultant is deemed to be void *ab initio* and of no effect as if no contract ever existed between the Town of Plymouth and the consultant.

RFQ REQUIREMENTS

RFQ must be submitted in writing with a font size of not less than 12 points. All proposals must be submitted in sealed envelopes or packages addressed to Joseph T. Kilduff, Mayor, Town of Plymouth, Town Hall, 80 Main Street, Terryville, CT 06786.

Proposals transmitted by Fax or Email will not be accepted or reviewed.

Proposal must contain the following items:

- Resume
- At least three letters of reference from recent clients. Provide the name, title, company address, and phone number for each reference.
- Three sample Community Development and Investment Plans.
- Execution and submission of this RFQ.
- Any other information which the consultant feels may be informative to the Town may also be included with the RFQ submission.

All responses to the RFQ must conform to the instructions. Failure to include any required signatures, provide the required number of copies and/or to meet deadline for submission may result in the Town of Plymouth's rejection of the proposal.

Any questions regarding this RFQ are to be in writing/email and directed as cited above for circulation to and response by a representative of the Town of Plymouth. Responses will be sent via e-mail to all interested persons.

Affirmative Action-Equal Opportunity Employer. Women and Minorities Business Enterprises [WBE or MBE] are encouraged to submit their qualifications. Municipal regulations prohibit

discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual identity, developmental disabilities, or physical disability.

Sincerely:

_____(date)_____.
Name Title

_____(date)_____.
Name Title

RFQ BID SHEET IN RESPONSE TO THE TOWN OF PLYMOUTH
“REQUEST FOR COMMUNITY
PLANNING/ARCHITECTUAL/ENGINEERING QUALIFICATIONS”

1. Name of Company_____
2. Address:_____
3. Email address:_____ Cell Phone:_____
4. Years of general community planning/ architectural/engineering experience:_____
5. Past or Present experience in Community Development and Investment Plan Projects:

Date	Town	Brief Description of experiences	\$ COST

6. References

No.	Reference Name	Type of Professional	Cell Phone
1.		Professional	
2.		Professional	
3.		Personal	

Date Available to Begin Work_____ Projected Date to End Work_____

Hourly Rate for Professional : _____ Projected Hours/Week x12 Month

Year_____ BID =

 Community Planning/AIA/Engineer Authorized Signature for the firm submitting the Response:

 AIA Authorized Signature & Printed Name _____ (date)

If the Community Planning/AIA/Engineering Firm needs to provide additional information please use additional pages.